

# Child Safe Policy



<b>PoP! Skate School Child Safe Policy Introduction</b>	<p>PoP! Skate School is committed to ensuring that young people who participate in any form of private or group lesson has a safe and enjoyable experience.</p> <p>The aim of PoP! Skate School's Child Safe Policy is to protect the safety of children in our care and prevent abuse from occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion. Should a person wish to make any enquiries in relation to this Policy, please contact PoP! Skate School at <a href="http://popskateschool.com.au">popskateschool.com.au</a></p>
<b>Policy Statement</b>	<p>PoP! Skate School is committed to providing the highest level of skateboard coaching. This includes protecting clients' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of students, particularly children while acting in the best interests of children in the sport.</p> <p>Specifically, PoP! Skate School considers that the health, safety and well-being of children take priority over all other competing considerations. PoP! Skate School considers that this is necessary to ensure the health, safety and welfare of all students and protect the image and reputation of the sport, PoP! Skate School and its affiliate members.</p> <p>PoP! Skate School has a zero tolerance approach to child abuse and is committed to protecting children from abuse and neglect to the highest extent possible. All children have equal rights to protection from child abuse, regardless of their sex, religion, disability, sexual orientation etc.</p> <p>Child protection is a shared responsibility between PoP! Skate School, its clients, employees, contractors, associates, parents/guardians, coaches, spectators, volunteers and members of the skateboarding community. Everyone that participates in PoP! Skate School sanctioned activities is responsible for the care and protection of children, and reporting information about child abuse.</p> <p>PoP! Skate School supports the active participation of all children. It listens to their views, respects their views and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety).</p>
<b>Purpose</b>	<p>The purpose of PoP! Skate Schools Child Safe Policy is to ensure all clients, employees, contractors, associates, parents/guardians, coaches, spectators, volunteers and members of the skateboarding community are committed to upholding the safety and welfare of any young people who partake in a service provided by PoP! Skate School.</p> <p>This policy aims to minimise the risk of abuse, misconduct and misuse of positional power. All employees, contractors or volunteers share an obligation and responsibility of care and protection of children who partake in PoP! Skate School events, private lessons and classes.</p>

<p><b>Scope and audience</b></p>	<p>This policy applies to:</p> <ul style="list-style-type: none"> <li>• Management</li> <li>• Employees</li> <li>• Volunteers</li> <li>• Contractors</li> <li>• Children and young people</li> <li>• Families, carers and communities</li> <li>• Spectators</li> <li>• Coaches</li> <li>• Judges</li> </ul> <p>What does this policy apply to?</p> <ul style="list-style-type: none"> <li>• This policy applies to all activities that relate to children partaken by PoP! Skate School</li> </ul>
<p><b>Responsibilities</b></p>	<p>Personnel involved in protecting children include management, employees, volunteers, contractors and coaches. Those people have responsibilities in relation to protection of children and are expected to:</p> <ul style="list-style-type: none"> <li>- understand the rights of children, as appropriate to their role</li> <li>- appropriately act on any concerns raised by children</li> <li>- respect the cultural and religious practices of families who access PoP! Skate School services, programs or sanctioned events and activities</li> <li>- understand and appropriately respond to the needs of children with developmental delays or disabilities</li> <li>- understand the definitions, indicators and impact of child abuse</li> <li>- know and follow regulations in relation to the care of children in New South Wales</li> <li>- co-operate with police and/or other formal investigations to the best of their ability</li> <li>- not harm or exploit children who access PoP! Skate School's services, programs or sanctioned events and activities.</li> </ul>
<p><b>Definitions</b></p>	<p><b>Child</b> means a person involved in the activities sanctioned by PoP! Skate School (including coaches / employees) and under the age of 18 years unless otherwise stated under the law applicable to the child.</p> <p><b>Child protection</b> means any responsibility, measure or activity undertaken to safeguard children from harm.</p> <p><b>Sexual offence</b> means a criminal offence involving sexual activity or actions of indecency or any act which exposes a child to, or involves a child in, sexual activity or matters beyond his or her understanding or contrary to accepted community standards. Sexually offence behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which includes actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child (or the child's carer, family or supervisor) to lower the child's inhibitions and prepare them for engagement in a sexual offence.</p> <p><b>Mandatory reporter</b> means a person who is legally required to make a report to the Child Protection Hotline, by eReport through the ChildStory Reporter Website or the Police if they form a belief on reasonable grounds that a child is in need of protection. The Child Protection Hotline is 13 21 11.</p>

## Content

- supervision of children

PoP! Skate School requires that Children participating in programs and services offered by PoP! Skate School be supervised at all times by employees and/or contractors.

Employees and contractors must ensure that supervision is constant, active, and diligent and requires the supervisor to be in a position to observe each Child, respond to individual needs, and immediately intervene if necessary.

One-to-one situations with Children should be avoided, however some services and programs may involve such circumstances (e.g., private skateboarding sessions) these sessions are held in public spaces (Cherrybrook Skatepark and surrounding public spaces (Basketball/Netball Courts))

Any incident of one-to-one unauthorised contact must be immediately reported to the relevant Supervisor within 24 hours of the incident occurring.

- alcohol, drugs, cigarettes, vapes and pornography

Employees, contractors, volunteers and site users while responsible for the care of Children, must not:

1- use, possess or be under the influence of an illegal drug

2- be under the influence of alcohol

3- be incapacitated by any other legal drug such as prescription or over-the-counter drugs

4- supply alcohol, drugs, vapes (including tobacco) to Children

5- supply medicines or deliver medication except with the consent of the parent/guardian/carer of the Child and under a valid prescription for that Child and at the prescribed dosage

6- Supply / show any form of adult content (pornography) to children

- inappropriate conversations

Any person involved with PoP! Skate School will not engage in the following forms of conversation with / around any young person involved in events hosted by PoP! Skate School:

1- Exploring sexuality

2- Sexual preferences

3- Personal or intimate topics, including their own sex life or sexual desires

4- Any form of adult conversation with other coaches / employees in the proximity of young people

- online communication

Any electronic or online communication with Children, staff and contractors must adopt a two-deep model, that is, copy in a supervisor and a parent or guardian of each Child in all communications.

When communicating with Children, staff and contractors must ensure content is:

- i. directly associated with delivering our services, such as advising that a scheduled Education session is cancelled
- ii. concise with personal or social content limited only to convey the message in a polite and friendly manner
- iii. devoid of any sexual behaviour
- iv. not promoting unauthorised social activity or contact.

- managing drop offs and pick ups

PoP! Skate School programs and services involving Children have specific procedures for the drop off and pick up of Children. The following principles must be applied by employees and contractors:

- i. parents/guardians/carers to be advised of the time and location of the program and/or service, including start and finish times.
- ii. parents/guardians/carer to be advised to arrive before scheduled commencement times to ensure that Children are not left unattended.
- iii. There is an accessible register of parent and guardian emergency contact numbers and an operational phone.
- iv. Any alternative pick-up arrangements for Children has the consent of the parent or guardian.
- v. Ensure that if a parent or guardian is late, there are reasonable attempts to contact them. It is not the responsibility of employees or contractors to transport Children home if their parent or guardian is late for pick up
- vi. not leave the venue until all Children have been collected by their parents and guardians.

- out-of-hours contact/professional boundaries

Relationships between coaches, employees or contractors with children who partake in events and lessons hosted by PoP! Skate School outside of PoP! Skate Schools hours of operation should be avoided . Some contact may be unavoidable in the following situations:

- i. Seen at the skatepark or other public spaces
- ii. Coach, employee or contractor is a family friend of child undertaking events sanctioned by PoP! Skate School

- gifts and benefits

PoP! Skate School employees must not give gifts/presents to children other than the provision of official awards and/or authorised by supervisor and the parent of the child is made aware.

Presents from adults to other adults will also be monitored as this can indicate grooming on a parental or organisational level.

- physical contact with children

Staff and contractors must ensure that any physical contact with Children is appropriate to the delivery of PoP! Skate School programs or services and based on the needs of the Child, such as assisting with the use of equipment, treatment by a health practitioner or administering first aid.

Employees, coaches and contractors must not have contact with Children that:

- involves touching of genitals, buttocks, or the breast area other than as part of delivering medical or allied health services.
- would appear to a reasonable observer to have a sexual connotation.
- is intended to cause pain or distress to the child (e.g., corporal punishment)
- is overly physical (e.g., wrestling, horseplay, tickling or other roughhousing)
- is unnecessary (e.g., assisting with toileting when a child does not require assistance)
- is initiated against the wishes of the Child except if such contact may be necessary to prevent injury to the Child or to others.

- photography and the use of images

PoP! Skate School will:

- obtain informed written consent from the Child and their parent or guardian and explain how the image or video will be used before taking photographs or videos of Children.
- respect a Child's right to refuse to be photographed or videoed.
- ensure photographs or videos present Children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- not reveal identifying information about a child in the file name, when sending images electronically or publishing images in any form.
- not distribute images or videos (including as an email attachment) to anyone external to PoP! Skate School other than to the Child and their parent or guardian, without consent from the Child and their parent or guardian and approval in accordance with the Child Safe Procedure – Photographs and Videos.
- store images and footage (digital or hard copy) in a manner that prevents unauthorised access by others and will be destroy or delete the images and footage as soon as they are no longer required.
- not exhibit any images or videos online or in publications without consent from the Child and their parent or guardian.

<b>Related documents</b>	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Child Safe Reporting Policy</li> <li>• Child Safe Risk Management Plan (CSRMP)</li> <li>• Child Safe Recruitment Policy</li> <li>• Any other policy that your Child Safe Policy references</li> </ul>
<b>Related legislation, regulations and standards</b>	<p>Include legislation relevant to the work undertaken in your organisation. It may include:</p> <ul style="list-style-type: none"> <li>• <i>Children’s Guardian Act 2019</i></li> <li>• <i>Child Protection (Working with Children) Act 2012</i></li> <li>• <i>Child Protection (Working with Children) Regulation 2013</i></li> <li>• <i>Children and Young Persons (Care and Protection) Act 1998</i></li> <li>• <i>Crimes Act 1900</i></li> <li>• Children and Young Persons (Care and Protection) Regulation 2012</li> <li>• Children and Young Persons (Care and Protection) (Child Employment) Regulation 2015</li> <li>• <i>Disability Inclusion Act 2014</i></li> <li>• <i>Anti-Discrimination Act 1977</i></li> </ul> <p>Standards may include:</p> <ul style="list-style-type: none"> <li>• United Nations Convention of the Rights of the Child</li> <li>• Child Safe Standards</li> <li>• any other standards related to your organisation’s area of work.</li> </ul>
<b>Publication</b>	<p>This document will appear in the following locations</p> <ul style="list-style-type: none"> <li>• website</li> <li>• noticeboards</li> <li>• staff meetings and public meetings</li> <li>• inductions and training</li> </ul>
<b>Review</b>	<p>HISTORY OF REVIEWS: 3/3/2023</p>